

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB04-6

Date: July 7, 2004

Expiration Date: 6/30/05

69:199:lh:8430

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR JUNE 30, 2004—DUE JULY 20, 2004

The purpose of this bulletin is to provide instructions for financial reporting requirements under the Workforce Investment Act (WIA). All WIA program operators must use these instructions to report financial data for the following funding streams and grant codes (GC). (Note: Grant codes may differ depending on the year of appropriation.)

### YEARS OF APPROPRIATION (YOA) 2001, 2002, 2003, 2004:

- Youth (GC 301, 303, 304)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502, 503, 504)
- Rapid Response 25 Percent (GC 525, 526, 527, 528, 530, 535, 537, 538, 539, 540, 541, 542, 543, 544, 545, 641)\*
- National Emergency Grants (NEG) (GC 743, 744, 745)\*
- Veterans Workforce Investment Program (VWIP) (GC 377, 609)\*
- WIA 15 Percent Statewide Activities (GC 113, 114, 191, 192, 193, 195, 291, 612, 613, 614, 616, 617, 618, 619, 621, 622, 623, 624, 625, 626, 627, 628, 629, 633, 634, 635, 636, 637, 638, 639, 640, 649)\*
- Groundfish (GC 509)\*
- Special Grants:\*
  - Low Wage Worker (GC 738)
  - SSN Navigator Grant (GC 739)
  - Work Incentive (GC 742)

### EXPENDITURE DATA:

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

All Local Workforce Investment Areas (LWIA), subgrantees and subrecipients **MUST** report on an accrual basis; failure to do so may result in a monitoring or audit finding.

Program expenditures with the above asterisks (\*) are to be reported on the “**Other**” line in Section V. line 5 of the EXPD “Summary of Expenditures” report.

For reporting instructions, please refer to the Quarterly and Monthly Financial Reporting Requirements, WIA Directive [WIAD03-8](#).

#### **CLOSEOUT INFORMATION:**

All LWIAs, subgrantees, and subrecipients with a subgrant/contract or a grant code (line item) that carries a term end date of June 30, 2004, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant or grant code. ***A signed hard copy of the closeout reports must be mailed (postmarked) no later than August 30, 2004. Failure to provide the closeout documents in a timely manner may impede future cash requests. Submit your package to the following address:***

Attention: WIA Closeout Desk  
Financial Management Unit  
Workforce Investment Division, MIC 69  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Line Item/Subgrant Closeout Handbook, WIA Directive [WIAD02-2](#).

#### **SUBMISSION OF REPORTS:**

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business on July 20, 2004.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed above or fax them to (916) 653-7246 or (916) 654-9586 no later than close of business July 20, 2004.

When the reporting deadline falls on a weekend or holiday, the reports are due the last working day prior to the reporting deadline.

#### **FOR ADDITIONAL INFORMATION:**

If you have questions on financial data, please contact Marie Gastelum at (916) 653-0521 or Martha Overman at (916) 657-2744 of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division